

AMC

Equipment & Supplies - 4

Sanitized - Approved For Release : CIA-RDP70-00211R000100320002-2

25X1A9a

Office of Communications
ATTN : Mr. [REDACTED]

30 October 1957

Chief, Records Management Staff

25X1A6a

Office of Communications [REDACTED] Vault Equipment Survey

25X1A6a

25X1A9a

i. In response to your recent request for a survey of the vaults at [REDACTED] we have prepared the following recommendations. A distinction is made between the newly acquired addition and the vault which has been in use, relative to the type of storage equipment recommended. Also, consideration has been given to future requirements based upon the information furnished that some additional activities may be relocated within the vaults.

2. Recommendations pertaining to the vaults.

- a. Within the new addition to the existing vault install industrial type steel shelving to provide long term bulk storage facilities. (See exhibit 1).

Factors considered:

The new structure provides 666 square feet of usable floor space with an effective ceiling height of 10 feet within the actual ceiling height of about 11.5 feet. Consideration was given to continuing the pallet storage technique but was rejected since floor space precludes the use of a fork lift. The installation of 61 sections of shelving, 3 feet wide, 18 inches deep, 16 feet high equipped with reinforced adjustable shelves will provide 1,227.6 linear feet of shelf space. This linear footage of shelf space does not include an additional 163 linear feet of shelf space potentially available on the tops of the sections.

- b. Within the original vault replace wooden shelving with divider type open shelf steel equipment to provide current storage facilities. (See exhibit 2).

Factors considered:

The original vault contains 676 square feet of usable floor space with an effective ceiling height of 9' 11" within an actual ceiling height of about 11.5 feet. The wooden shelving presently in use provides 644 linear feet of shelf space and occupies 139.8 square feet of floor space. An installation of open shelf steel storage equipment will provide 1156.4 linear feet of shelf space within 130 square feet of floor space.

*Pig Digger to
1102-L Blotz 31 Oct 1957*

Sanitized - Approved For Release : CIA-RDP70-00211R000100320002-2

In general, this substitution would almost double the amount of usable shelf space and would reduce the floor space requirements for shelving by 7.2%. The open shelf steel storage equipment has an overall height of 9' 1" compared to 11.5 feet height of the wooden shelving which is a factor when safe working conditions and ventilation are taken into consideration. The suggested open shelf steel storage equipment is immediately and easily adjustable on one-inch centers both vertically and horizontally, to permit shelf adjustments to meet changing requirements. The wooden shelving does not afford this desired flexibility.

c. Procure and place in use a 5 step, ladder mounted on 4 wheels equipped with a non-slip safety device. (See exhibit 3).

Factors considered:

A need exists for a better means to service the material filed on the shelving now in use. Upon the installation of the shelving recommended in a and b above, the need will be even greater. Currently, a 6 foot wooden step ladder is in use.

3. Exhibit 4 depicts a suggested floor plan. Consideration has been given to lighting requirements, ventilation and to mobility within the vaults. The proposed floor plan and examples of the recommended steel filing equipment were informally shown to the [REDACTED] Engineering Staff. No objections were registered by this Staff. The designation "Room #1," represents the vault prior to the addition of the new construction; "Room #2" represents the new addition.

4. The cost of the recommended shelving discussed in paragraphs 2a and b above would be an estimated \$5000. This estimated cost includes the cost of the shelving and freight to Washington, D. C. The cost of erection has been excluded on the assumption that labor and supervision to erect the shelving could be furnished by the Commander of the [REDACTED]. The cost of the industrial type shelving for the new addition has been estimated at \$1,800; the cost of the open shelf storage equipment for use in the original vault has been estimated at \$3,200. The cost of the 5 step, ladder described in paragraph 2c, has been quoted at \$99.92.

5. Attachment I contains the equipment specifications for use in preparing a requisition for the recommended equipment.

6. It has been a pleasure to work with you in the development of these recommendations and specifications. If I may be of any further assistance to you or your staff during the conversion to the new equipment, please do not hesitate to call me on extension 4235.

(SD)

Mgt/S/RMS/ [REDACTED] fjm (30 Oct 57)

Sanitized - Approved For Release : CIA-RDP70-00241R000100320002-2

Enclosures:

Attachment I

25X1A9a

25X1A9a

Chief Admin Staff